

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B98-2

Date: July 3, 1998

Expiration Date: 9/30/98

69:24:is

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: DATA VALIDATION OF YOUTH EMPLOYABILITY ENHANCEMENT
OUTCOMES FOR PROGRAM YEAR (PY) 1997-98

The Compliance Review Division (CRD) will be conducting a special review of the outcomes claimed by Service Delivery Areas (SDA) relative to their performance standard on the Youth Employability Enhancement (YEEN) measure for PY 1997-98. Because the Department of Labor (DOL) requires the State to report the final performance results and the status of the incentive awards for each SDA on September 30 of each year, this review must be completed within a two-month period beginning the week of July 27, 1998, and concluding by September 18, 1998. Due to the time constraints, this review will not be conducted in accordance with all of the normal monitoring protocols. However, SDAs that will be scheduled for reviews during the week of July 27th will be notified by CRD during the week of July 13, 1998.

The Job Training Partnership Division (JTPD) will identify SDAs that meet or exceed their YEEN performance standard for PY 1997-98 based on fourth-quarter reports submitted to JTPD on July 25, 1998. JTPD will randomly select a statistically valid sample of the youth outcomes claimed for PY 1997-98 and provide the CRD monitors with a list of the case files to be reviewed in each SDA. The results of the review will be based on the contents of the case file(s) at the time of the review. Therefore, SDAs should report only youth enhancements that have met all requirements specified in JTPA Directive D95-34, Youth Employment Competencies. Only youth enhancements that are supported by documentation that is present in the case file at the time of the review will be used in calculating the SDA's final performance results and determining the status of their incentive award for PY 1997-98. SDAs will not have an opportunity to locate documentation that is missing from case files after the review has been completed.

To meet DOL's reporting deadline of September 30, 1998, CRD will advise JTPD of the monitoring results as the reviews are completed. The SDAs with monitoring findings will be required to submit revised reports to JTPD immediately following the completion of their review. Although the deadline for submitting final year-end reports is August

20, 1998, JTPD will accept revisions to Title II-C reports beyond this date, if they are required to adjust data as a result of the monitoring findings.

This review is essential to ensure the integrity of our performance management system and the incentive award process. If you have any questions or need further information, please contact your assigned JTPD program manager. Questions concerning monitoring protocols or the review schedule should be directed to your assigned CRD monitor. Your cooperation is appreciated.

/S/ BILL BURKE
Assistant Deputy Director